

ClassLink ClassMate

Introduction to: **Absence Letters** A Users Guide



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 - Setting Up Personnel
 - Electronic Signatures
- Data Validations
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 - Number of Days
 - Cumulative or Consecutive
- Selecting Parameter Values
- Processing Absence Letters
- Absence Letter Results
 - Editing
- Printing Absence Letters
- Saving Absence Letter Results
- Generating Absence Letter Reports



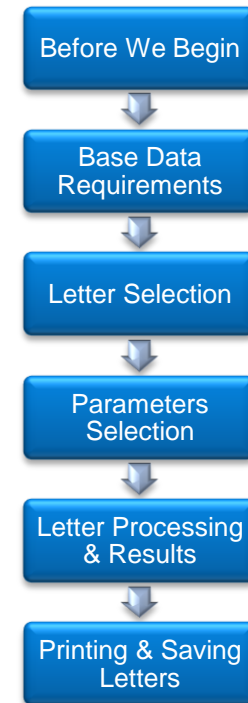
Before We Begin

The absence letter functionality in ClassMate easily allows the administrative staff to generate a variety of absence letters specifically designed to meet the criteria of your schools' attendance policies and procedures.

Prior to using the Absence Letter functionality the letters must be designed and specific criteria established to drive the development of your custom letters. After the letters are developed and loaded into your ClassMate system, users will receive training on the functionality.

This process must be started 1 Month prior to scheduled Absence Letter Training.

The absence letters functionality is one that is an Add-on option in ClassMate, not all users will have this feature available.



Before We Begin: Setting Up Absence Letters

Base Data Pre-Requisites

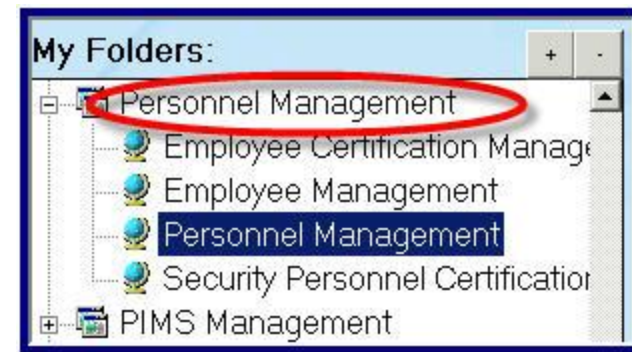
- **Absence Letter Samples**
 - Provide up to 3 electronic copies of all absence letters to be installed in ClassMate. Additional letters can be added for an additional fee.
- **Identify Personnel**
 - Establish the administrator (s) whose name will appear on the letters
 - Digitized Signature created and loaded into ClassMate for each identified administrator
- **Letter Customization**
 - Create new electronic version (s) of letters to be installed.
 - Identify when the letter is to be used. (5 day, 10 day, etc)
 - Identify if the letter is to be used for consecutive days or cumulative days
 - Identify the administrator name and signature to be used for each letter
 - Ensure all spelling and grammar are correct
 - Identify any additional copies (cc: District)

Letter Development and Installation is completed by ClassMate System engineers 

Getting Started

Base Data

Double Click **My Modules**>Double
Click **Personnel Management**
Module>Click **Personnel**
Management

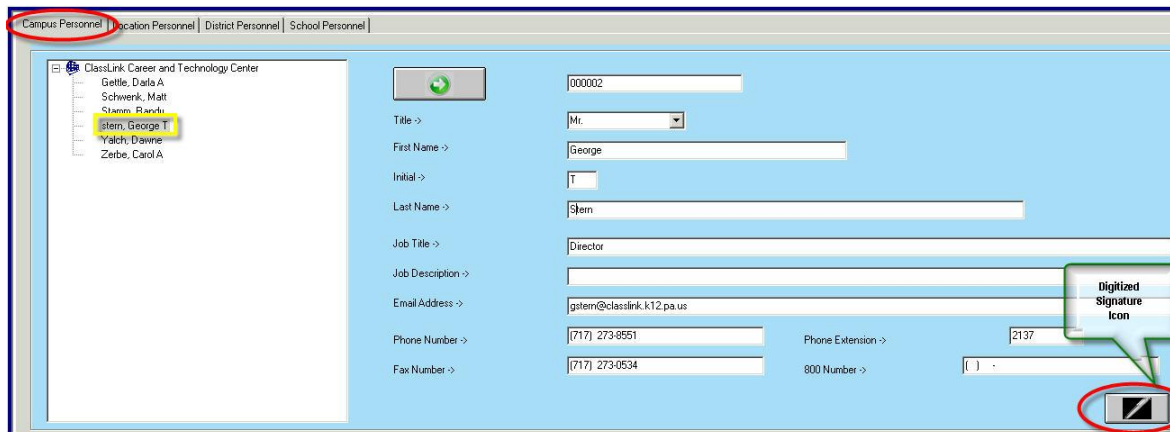


Getting Started

Base Data

In the **Personnel Management module** ensure the names of the administrators identified for the absence letters and their digitized signatures have been properly setup. The identified administrators name and if desired their signatures will automatically be included on the absence letters.

- Select **Campus Personnel Tab**
- Ensure the Administrators Identified for inclusion on the letters have been created
- Select the **Digitized Signature Icon** located in lower right corner to add the signature for that administrator



Campus Personnel | Location Personnel | District Personnel | School Personnel

ClassLink Career and Technology Center
 Gettle, Darla A
 Schwenk, Matt
 Stamm, Randy
 Stern, George T.
 Yalch, Dawne
 Zerbe, Carol A

000002

Title -> Mr.

First Name -> George

Initial -> T

Last Name -> Stern

Job Title -> Director

Job Description ->

Email Address -> gstern@classlink.k12.pa.us

Phone Number -> (717) 273-8551 Phone Extension -> 2137

Fax Number -> (717) 273-0534 800 Number ->

Digitized Signature Icon

Getting Started

Base Data

Digitizing a Signature

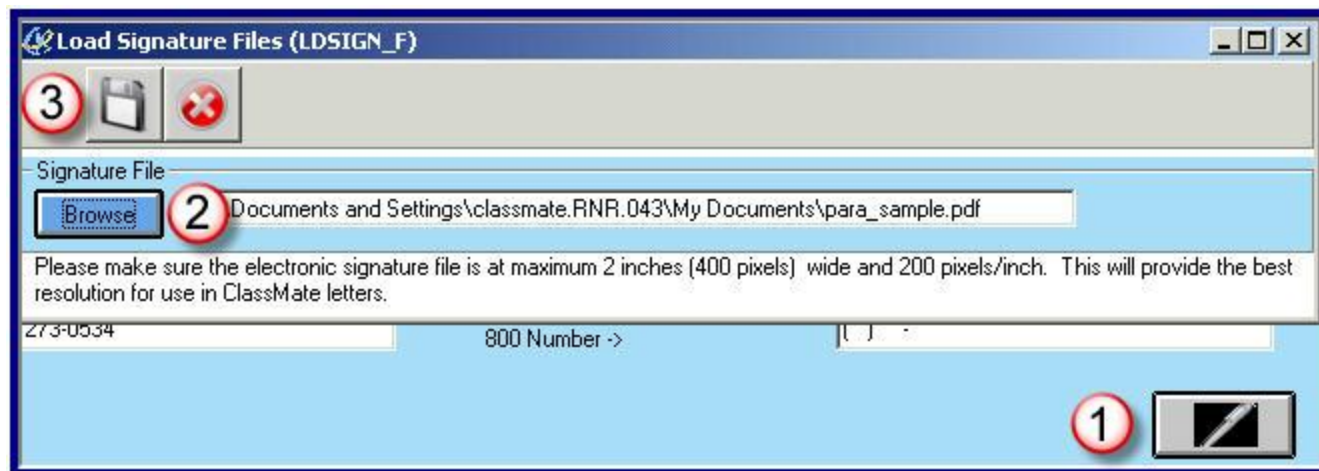
- On a sheet of white paper using a **BLACK** felt tip pen, have administrator sign their name in a 2 inch (400 pixels) by 2 inch (200 pixels/inch) space.
- The signature will appear **EXACTLY** as signed on the letters. Please review for accuracy.
- Scan the signature as a **JPEG** file
- **Save** the file . You will browse to this location for uploading the signature.

Getting Started

Base Data

Digitized Signature

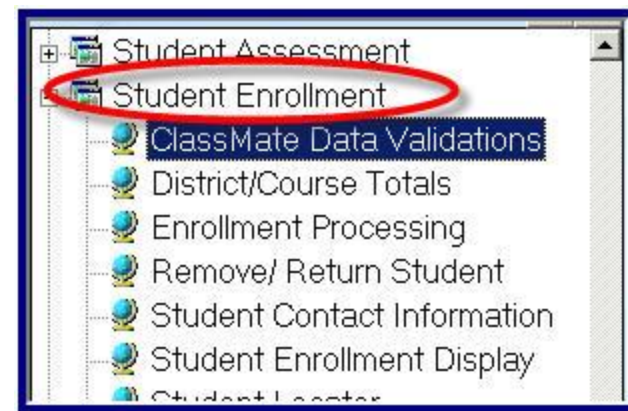
- ① Select **Black Pen Icon** located in bottom right corner
- ② Browse to select the signature file from the saved location
- ③ Click the **Black Disk Icon** to Save



Data Validations for Primary Contact

Absence letters will not generate for a student if a Primary Contact has not been identified

Double Click **My Modules**>Double
Click **Student Enrollment**>
Click **Classmate Data Validations**



- In the **Attendance Validations Category**
- Select **Primary Contacts** as True



Data Validations for Primary Contact

The Primary Contact Data Validation will produce a listing of the student that **DO NOT** have a primary contact identified in ClassMate. Enter a primary contact for the identified students and re-run the validation until there is no data to display.



The screenshot shows a report titled "ClassLink Career and Technical Center" with the ClassLink ClassMate logo. The report header includes "Printed at: 11/16/2010 12:54:50PM", "Validations Report", and "Page: 1". The main content area displays a validation error: "P01 No Registration Primary Contact Assigned". Below this, it states "The following students do not have a Primary Contact on file in Registration." and provides a link for "Subreport:Primary". Instructions follow: "Instructions: In Registration Information module, Contact tab, enter a primary contact for each student." At the bottom, the "Grade: 10" is listed, with the student name "Kaitlynn Heard" and ID "101100574".

ClassLink Career and Technical Center

Printed at: 11/16/2010 12:54:50PM Validations Report Page: 1

P01 No Registration Primary Contact Assigned
The following students do not have a Primary Contact on file in Registration.
[Subreport:Primary](#)

Instructions: In Registration Information module, Contact tab, enter a primary contact for each student.

Grade: 10
Kaitlynn Heard 101100574

Generating and Printing Absence Letters

Getting Started

Double Click **My Modules**>Double
Click **Admin Attendance Options**>
Click **Absence Letters**



Absence Letter Selection

① Select a **Location** from the Location drop-down

Location -> ① ClassLink NY Career and Technical Center

Absence Letter Selection


- 2 Select an **Absence Letter** from the **Letter Selection** list by clicking the grey box to the left of the desired letter

Note: Choose letters based on number of days and if the letter should reflect **cumulative or consecutive** absences

Letter Selection						
LetterID	Letter	#Days	ReportFile	Process	Description	
000001	3 Day Absent Letter	3	ltr_os1	C	3 Day Absent Letter	
000002	6 Day Absent Letter	6	ltr_os1	C	6 Day Absent Letter	
000003	9 Day Absent Letter	9	ltr_os1	C	9 Day Absent Letter	
000004	12 Day Absent Letter	12	ltr_os2	C	12 Day Absent letter	
000005	15 Day Absent Letter	15	ltr_os2	C	15 Day Absent Letter	

Selecting Parameter Values

- 3 # of Days: Displays the number of days absent
- 4 Dates:
 - “From” Date Defaults to first day of school however the date can be edited.
 - “To” Date Defaults to current date however the date can be edited.
- 5 Operator: Includes 5 different parameter options
 - = Equal to number of days
 - < Less than number of days
 - > Greater than the number of days
 - <= Less than or equal to the number of days
 - >= Greater than or equal to the number of days



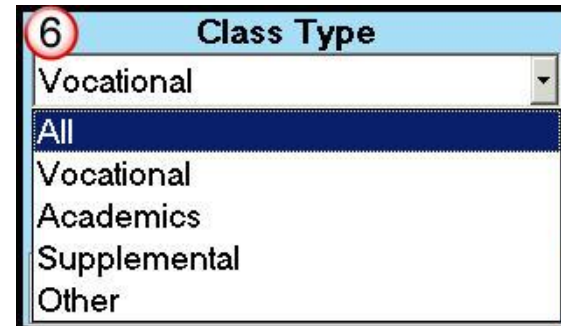
Days: 3 3 Dates: 4 09/08/2010 to 11/11/2010

Operator: 5 = < > <= >=

Selecting Parameter Values

- 6** **Class Type:**
Choose from these Class Types using the drop-down
- All
 - Vocational
 - Academics
 - Supplemental
 - Other
- 7** **Grade:** Select one grade, multiple grades, or “All” grades using the drop-down

Note: Use the “Add” button to add multiple parameters. Use the “Delete” button to remove parameters



6 Class Type

Vocational

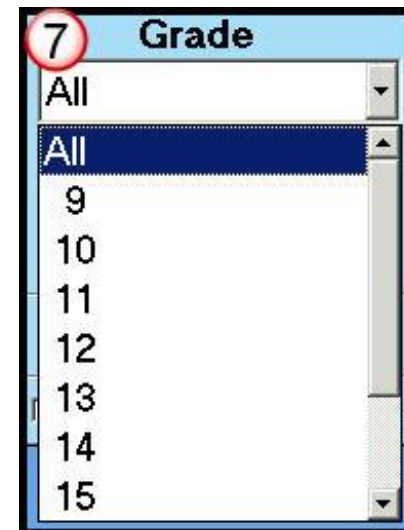
All

Vocational

Academics

Supplemental

Other



7 Grade

All

All

9

10

11

12

13

14

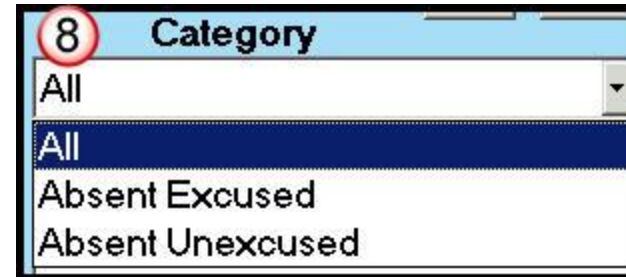
15



Include: Add Delete

Selecting Parameter Values

- 8** **Category:**
Choose from these Categories using the drop-down
- All
 - Absent Excused
 - Absent Unexcused



- 9** **Tardy Totals:**
Click to include **Excused Tardies**, **Unexcused Tardies** and/or **Withdrawn Students**

Tardy Totals: **9** Excused Unexcused
 Include Withdrawn Students

Note: Use the “Add” button to add multiple parameters. Use the “Delete” button to remove parameters

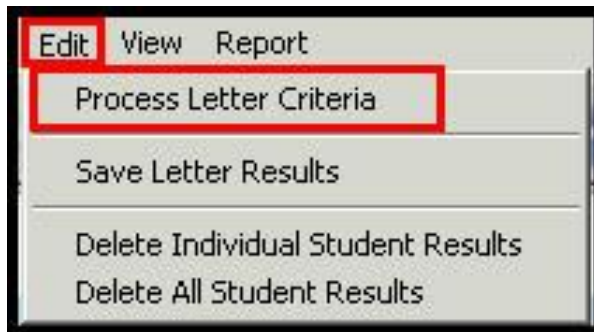
Include:

Processing Absence Letters

Once an Absence Letter is selected and parameters have been chosen, letters are ready to be processed. There are two ways to process Absence Letters.

Method 1

Go to Edit>Process Letter Criteria



Method 2

Click the "Process Letter Criteria" icon



Once the letters are generated, the "Process completed successfully" dialogue box will appear.

Click "OK"



Absence Letters Results

When Absence Letter processing is complete, a list of Student Letter Results will display.

Student Letter Results processed 11/11/2010 2:25:55 PM by classmate														
	Last	First	M	Sfx	Grade	Type	Age	Absent	Tardy	StartDate	EndDate	PGR	Student	LetterID
▶	Stern	Jeremiah			9	V	17	3	0	09/08/2010	11/11/2010	0	000002214	000001
	Burson	Eric	R		10	V	17	3	1	09/08/2010	11/11/2010	0	000000954	000001
	Stern	Ashley			10	V	16	3	0	09/08/2010	11/11/2010	0	000002252	000001

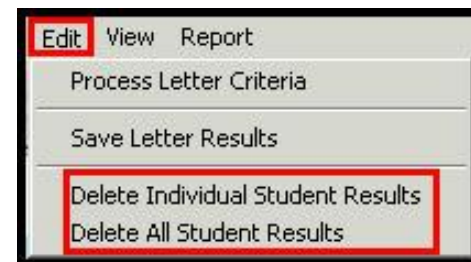
Editing Absence Letters Results

Deleting Individual Student Results:

- Select an student by clicking to the left of the student's name
- Go to Edit>Delete Individual student to remove the student from the results list

Deleting All Student Results:

- Go to Edit>Delete All Student Results
- This will delete all students from the results list



Printing Absence Letters

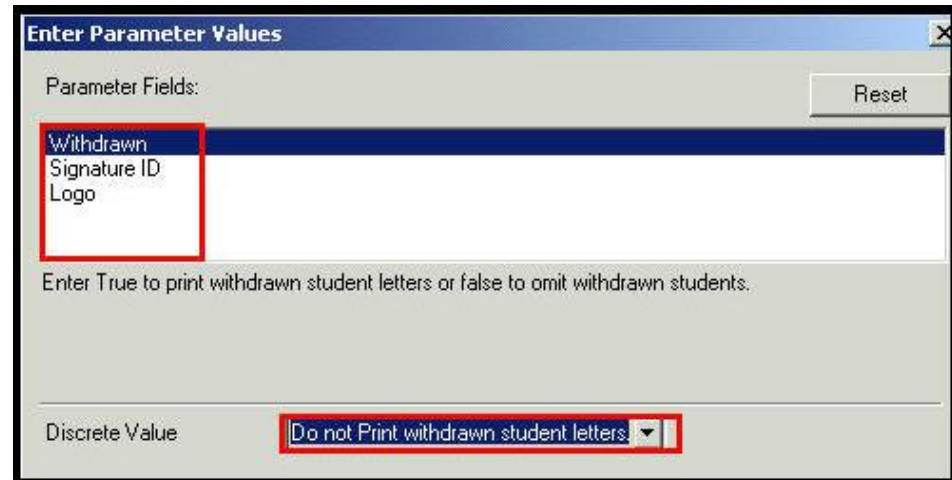
Step 1:

To print Absence Letters go to **Report>Print Letters**



Step 2:

- Select from 3 Parameter fields:
 - Withdrawn
 - Signature ID
 - Logo
- Then select a Discrete Value from the drop-down
- Click “OK” to generate letters to print



Printing Absence Letters


Step 3:

- Absence letters are now ready to print. Students will appear in the report tree on the left



- Click the “Printer” icon to print letters





ClassLink Career and Technical Center
Laurel Lake Drive
Bartonsville, PA 18321
(570) 629-2001

Mr. & Mrs. A. Duane/Roxanne Akian
 1200 Harbor Boulevard
 Fulton, NY 13069

RE: Joseph K. Akian

Dear Mr. & Mrs. A. Duane/Roxanne Akian :

Daily attendance is an important factor in your child's success in a career and technical educational program, and we encourage students to attend school daily. This letter is to inform you that Joseph K. Akian has had 3 or more days of unexcused absences. The specific dates are as follow:

11/11/2010

Date	Attendance Condition
10/13/2010	Resolved Absent Unexcused
10/21/2010	Absent Unexcused
Total Unexcused Absences: 2	

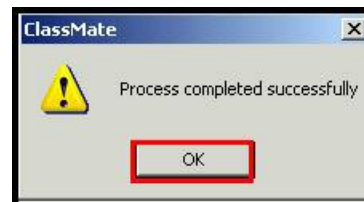
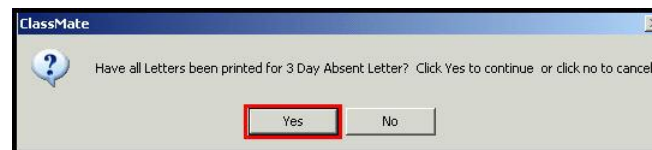
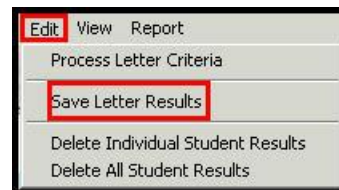
Saving Absence Letters

Once Absence Letters have been printed letter results **MUST** be **saved** to ensure students do not mistakenly receive duplicate letters.. This will prevent sending repeat absence letters and will also populate various reports available in the Absence Letter Report menu, such as the **Print Letter Attendance History Sent Report**

Saving Absence Letters

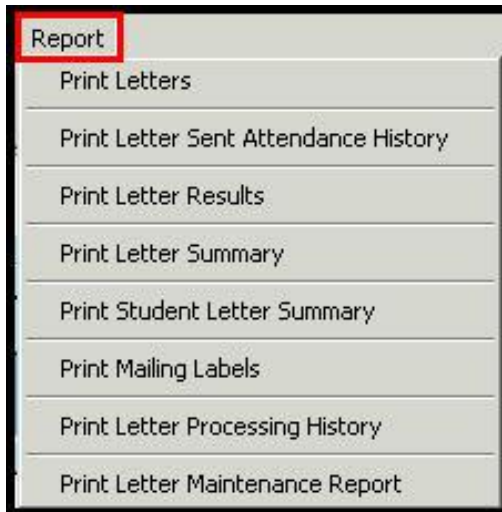
Mandatory Step


- Go to **Edit>Save Letter Results**
- Click **“Yes”** when “Have all Letters been printed for 3 Day Absent Letter?” dialogue box appears
- Click **“OK”** when “Process completed successfully” dialogue box appears



Generating Absence Letter Reports

A variety of Absence Letter Reports are available through the Absence Letter Reports Menu





ClassLink NY Career and Technical Center
179 County Route 64
Mexico, NY 13114
(315) 963-4313

Letter Sent Summary for 11/11/2010

ClassLink NY Career and Technical Center

000001	3 Day Absent Letter	Absences	Tardies	Begin Date	End Date	Class Type
9th Grade						
	Stern, Jeremiah	3		09/08/2010	11/11/2010	Vocational
10th Grade						
	Burson, Eric R	3	1	09/08/2010	11/11/2010	Vocational
	Stern, Ashley	3		09/08/2010	11/11/2010	Vocational
11th Grade						
	Akian, Joseph K	3		09/08/2010	11/11/2010	Vocational
	Burson, Ashley S	3		09/08/2010	11/11/2010	Vocational
	Burson, Christopher	3		09/08/2010	11/11/2010	Vocational
	Burson, Cody	3		09/08/2010	11/11/2010	Vocational
	Burson, Shane D	3		09/08/2010	11/11/2010	Vocational
	Cooper, Daren R	3		09/08/2010	11/11/2010	Vocational

ClassLink ClassMate

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www.ClassLink.com

